Accessing Utility Screens

This section explains how to access screens through the Circuit Utility Maintenance Menu.

Overviews, accessing instructions, and field definitions are included for each of the following options:

- **-County File**
- **-Attorney Bar File**
- **-Code File**
- **-Case Type Codes**
- **-Caseload Dispositions**
- **-PACC File**
- **-ADR Location**
- **-ADR Clerk Control**
- **-Security File**
- **-Financial Location File**
- **-AFP Outq**
- **-Courtroom Maintenance**
- **-Case Reassignments**

ACCESSING UTILITY SCREENS

Overview

The utility screens are used to maintain tables of codes and general information about your particular circuit court. The use of codes in the circuit court system standardizes circuit court record-keeping among all courts in the state using the system. These code files are loaded at software implementation by the Judicial Information Systems (JIS) and are maintained by the individual circuit courts on an as-needed basis to reflect any updates or additions to the codes.

Each circuit court should designate a "Project Administrator" who is responsible for updating the utility files whenever JIS issues a notification of changes or amendments. Through this process the files on each circuit court's computer system will always contain up-to-date attorney, action, and Prosecuting Attorneys Association of Michigan (PACC) codes.

Only the Project Administrator can access Utility screens. All utility screens can be accessed from the Circuit Utility Maintenance Menu; most of them can also be accessed from the Next Transaction Line. Both methods are described on the following pages.

```
                 CIRCUIT UTILITY MAINTENANCE MENU

                     COUNTY          __
                     LOCATION/CLERK  __

                     ATTORNEY         _____

                     CODE  _____    TABLE   ___

                     PACC  _____  .  _____

                     USER ID      _____   COPY ID  _____


     COUNTY                    F1          ADR CLERK CONTROL      F10
     ATTORNEY                  F2 (ATT)    SECURITY FILE          F11
     CODE                      F3 (COD)    SECURITY LISTING       F12
     CODE LIST                 F4          FINANCIAL LOCATION FILE F13
     CASE TYPE CODES           F5          AFP OUTQ MAINTENANCE   F14
     CASELOAD DISPOSITIONS     F6          COURTROOM MAINTENANCE  F15
     PACC                      F7 (PAC)    CASE REASSIGNMENTS     F16
     PACC LIST                 F8
     ADR LOCATION              F9          DISPLAY PRINT          F23 (D
```

Figure 111. Sample Circuit Utility Maintenance Menu

Circuit

Maintenance Menu   The Circuit Utility Maintenance Menu (Figure 111) appears whenever you select UTILITY from the Circuit Court Master Menu screen or exit one of the utility screens.

                                    To access any of the utility screens, type the required data in the fields at the top of the screen and press the proper function key as listed on the menu. The following table lists the required fields and function keys (Figure 112).

Table 112. Required Fields for Accessing Utility Screens

SCREEN	ACTION	REQUIRED FIELDS	FUNCTION KEY	NEXT
County File Maintenance	add update delete	COUNTY	F1	none
Attorney Bar File Maintenance	add update delete	ATTORNEY	F2	ATT
Code File Maintenance	add update delete print	CODE, TABLE	F3 F4	COD
Case Type Codes	add change delete	none	F5	
Caseload Dispositions	add change delete		F6	
PACC File Maintenance	add update delete print	PACC	F7 F8	PAC
ADR Location File Maintenance	add update delete	LOCATION	F9	none
ADR Clerk Control File Maintenance	add update delete	COUNTY	F10	none
Security File Maintenance	add update delete	USER ID	F11	none
Financial Location File Maintenance	add update delete	COUNTY LOCATION	F13	none

SCREEN	ACTION	REQUIRED FIELDS	FUNCTION KEY	NEXT
AFP OUTQ Maintenance	add update delete	none	F14	none
COURTROOM FILE MAINTENANCE	add	none	F15	none
CASE REASSIGNMENTS		COUNTY	F16	none

Table 112 continued

Field Definitions   The fields on the Circuit Utility Maintenance Menu are defined below:

               COUNTY   This field serves three (3) functions: County File, ADR Clerk
                               Control, and Financial Location File maintenance.

             LOCATION   This field serves two (2) functions: ADR Location and Financial
                               Location File maintenance.

             ATTORNEY   State of Michigan Bar number (P-number) for lawyers whose
                               information you want to maintain.

                 CODE   Specific code you want to add or modify.

                TABLE   Specify the table of the code you want to add or modify:
                                    1 = clerk events
                                    2 = clerk/court next action
                                    3 = court events
                                    4 = court results
                                    5 = case status codes
                                    6 = alternate name codes
                                    7 = ADR clerk event codes

                 PACC   Specific PACC charge code you want to add or update.

              USER ID   User ID assigned for access to the system.

                               More details about accessing particular screens are presented in the
                               sections of this chapter which discuss each screen.

              COPY ID   This field can be used to create a security record for a user
                               who will need the same or similar authority to options as a
                               user already in the security file. Enter the user id of the new
                               user in the userid field on the maintenance menu, then enter
                               the user id of the user already in the system in the COPY ID
                               field, then press [**F11**]. a new security record will be created
                               for the new user.

Printing a Security Listing   To print a listing of the security file, press [**F12**] on the utility
                               maintenance menu. A security listing can also be printed for
                               one user id by entering the desired user id on the utility
                               maintenance menu, then press [**F12**].

```
F3= MODIFY        F4= DELETE         F1= EXIT
NEXT____ ATTNY_____ CODE____ TABLE_____ PACC___ . _____
```

Figure 113. Next Transaction Line - Utility screens

Next Transaction Line

The Next Transaction Line can be used to access the attorney, code table, and PACC utility screens. The Next Transaction Line used on all utility screens is illustrated in Figure 113.

When a utility screen is displayed, all fields on the Next Transaction Line are blank. To access a screen from the Next Transaction Line, type the screen code in the NEXT field, type the other required fields, and press the appropriate function key. The screen codes and required fields are listed in Table 112.

The definitions for the fields on the Next Transaction Line are the same as for those on the Circuit Utility Maintenance Menu.

COUNTY FILE MAINTENANCE

Overview

The County File Maintenance screen (Figure 114) is used to add or modify information about your circuit court and each county in your circuit. This information includes addresses of the court facilities, telephone numbers, the circuit judges' bar numbers, and the district numbers of lower courts. When a prosecutor changes, his/her pending criminal cases need to be re-assigned to the new prosecutor. This is done when the prosecutor's P-number is changed to another P-number on this screen. The message "CAUTION: MAY TAKE LONG - ALL CIRCUIT USERS MUST BE SIGNED OFF. **[F3]** TO CONFIRM" will be displayed. **[F1]** will discontinue this request. The flashing message will remain until all appropriate files have been changed. **It is advised that this modification be used with caution. Execute only after a file backup has been done.**

```
                         COUNTY FILE MAINTENANCE
  CIRCUIT  48     COURT CODE/TYPE:    003C
  COUNTY    3     OTHERS IN CIRCUIT:  COUNTY 2 _____  COUNTY 3 _____  COUNTY 4 _____

  ORI NUMBER          030015J
  CIRCUIT NAME        48TH JUDICIAL CIRCUIT COURT_____
  COUNTY NAME         ALLEGAN COUNTY
  COUNTY ADDRESS      COURTHOUSE
  COUNTY ADDRESS 2    113 CHESTNUT STREET
  COUNTY CITY         ALLEGAN_____  ST MI  ZIP 49010
  COUNTY PHONE        616 5555555

  CIRCUIT JUDGES  12239 C CC02  2 10571 B FC01  3 14362 G CC01  4 _____ _ _____
  ALPHA IDS AND  5 _____ _ _____  6 _____ _ _____  7 _____ _ _____  8 _____ _ _____
  COURTROOMS     9 _____ _ _____ 10 _____ _ _____ 11 _____ _ _____ 12 _____ _ _____
                13 _____ _ _____ 14 _____ _ _____ 15 _____ _ _____ 16 _____ _ _____
                17 _____ _ _____ 18 _____ _ _____ 19 _____ _ _____ 20 _____ _ _____

  PROSECUTOR      10172    ATTORNEY CONFLICT (Y/N) N
  LOWER COURT   1 D57    2 D58    3 _____    4 ___

  F3=MODIFY          F4=DELETE          F1=EXIT
  NEXT ____ ATTNY _____  CODE ___ TABLE ___  PACC ___ . _____
```

Figure 114. County File Maintenance Screen

Accessing the Screen   The Project Administrator can access the County File Mainte-
                              nance screen only for his/her circuit and only from the Circuit Utility
                              Maintenance Menu. To access the County File Maintenance
                              screen, type the numerical code for a county in your circuit in the

COUNTY field and press **[F1]**. The County File Maintenance screen appears with any previously entered data about the specified county. All fields except CIRCUIT and COUNTY1 are blank if you are adding a new county. To update or add information in the circuit file, simply type the relevant information in each field and press the appropriate command key.

<u>Field Definitions</u>

The following fields are found on the County File Maintenance screen:

CIRCUIT	Circuit court number designated by user's sign-on ID.
COUNTY	County number entered in the COUNTY field on the Circuit Maintenance Menu. Information maintained on this screen applies only to this county.
OTHERS IN CIRCUIT: COUNTY2-COUNTY4	Number for any other county in your circuit.
COURT CODE/TYPE	Three position numeric city code showing the court location, the fourth position is a letter denoting the type of court © = Circuit).
ORI NUMBER	Circuit ORI number to print on Circuit Court Forms.
CIRCUIT NAME	Official name of your circuit court (e.g., 18th Judicial Circuit).
COUNTY NAME	Name of the county.
COUNTY ADDRESS	First line of the county's mailing address.
COUNTY ADDRESS2	Second line of the county's mailing address.
COUNTY CITY	County's city.
ST/ZIP	County's state and ZIP code.
COUNTY TELEPHONE	County's area code and telephone number.
CIRCUIT JUDGE1-20	P-number (from the Attorney Bar File) for each judge in the circuit.
JUDGE ALPHA DESIGNATION	Alpha identifier assigned to each judge in the circuit.
COURTROOM	Default Courtroom of the Judge. This field will be displayed on the clerk and court/disposition screen in the next action area.

PROSECUTOR   P-number (from the Attorney Bar File) for the prosecuting attorney.

ATTORNEY CONFLICT   Enter a 'Y' here to get a warning message to be displayed when entering a next action on the clerk and court/disposition screens when an attorney conflict occurs. The conflict will be date and time specific, and will only occur if the calendar event already scheduled is a ADR hearing or a trial (category type 'TRL').

LOWER COURT 1-4   District number of each lower court which is part of your circuit.

ATTORNEY BAR FILE MAINTENANCE

Overview

The Attorney Bar File Maintenance window (Figure 115) contains a list of Michigan bar numbers (P-numbers) and information about each attorney. The data includes name, address, telephone numbers, and attorney type. This file is also used by other JIS applications. When a circuit court implements the Circuit Court System, it may choose to have one of three versions of the Attorney Bar File loaded on its system: (if not in use by another JIS application).

- The complete State of Michigan Bar File, listing all attorneys registered in the state.
- A blank file. The Project Administrator can then use this screen to add those attorneys likely to practice in the circuit.
- A listing of only the attorneys registered within the circuit's zip code.

The list of attorneys maintained with this screen is the same list that can be viewed by all system users on the attorneys screen from the Circuit Case Management System menu.

```
        CIRCUIT UTILITY MAINTENANCE MENU

                 COUNTY
                 LOCATION/CLERK


     Professionals Selection by Bar#
Position to: _____
1=Select  2=Change  4=Delete  5=Display
Opt  Bar# Name
 _    12239 CORSIGLIA,GEORGE R,
 _    12240 CORTRIGHT,ADELBERT,            COPY ID
 _    12241 CORY,MICHAEL J,
 _    12242 COSMENCO,DANIEL,               RK CONTROL    F8
 _    12243 COSS,JAMES H,                                F9
 _    12244 COSTANZO,JOSEPH C,             ING           F10
 _    12245 COSTELLO,MARY P,               ATION FILE    F11
                           More..          TENANCE       F12
F3=Exit   F6=Add  F7=Alt Seq  Roll/Page    NTENANCE      F13




                         DISPLAY PRINT        F23 (D P)
                         SIGN OFF             F24 (OFF)
```
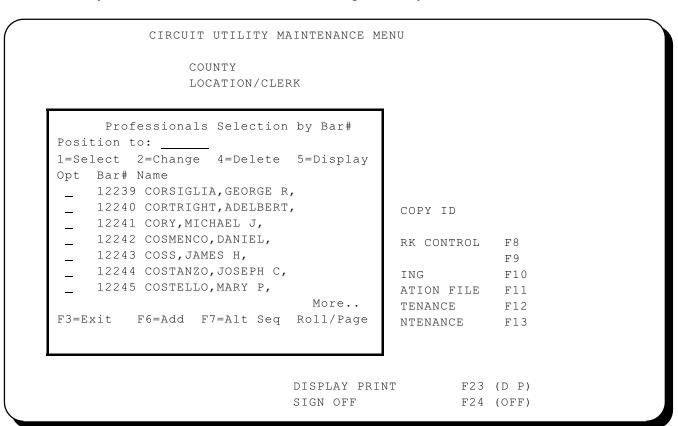
Figure 115. Sample Attorney Bar File Maintenance Screen

The attorney file is a shared JIS application. It is maintained at the local level with periodic updates from JIS. When a change is made to an attorney's record, a date stamp is added to the record. If there is an update on this file, a comparison is made between the date on the record at the court location and the date in the update file. The record with the most current date will be added to the file.

Accessing the Screen

The Attorney Bar File Maintenance window can be accessed from either the Circuit Utility Maintenance Menu or the Next Transaction Line on another utility screen. To access this screen, enter the P-number of the attorney you want to add or modify in the ATTORNEY field and press **[F2]**. The Professionals Selection by Name window appears with a list of attorneys and their bar numbers. If you are adding a new attorney press the **F6** function key, the Professional Details window (Figure 116) appears. Enter the desired data in each field and press the **[ENTER]** key. To modify, delete or display the details for an attorney, type the appropriate option number in the option field next to the desired record and press the **[ENTER]** key.

Field Definitions

The following fields are found on the Attorney Bar File Maintenance screen:

```
   ADD          Professional Details

 Bar No.:      _____        Type: ___
 Last Name:     _____
 First & MI:    _____ Name Sfx:

 Address:_____

          _____

          _____  ___  _____
 Firm:     _____
 Telephone: __ __ _____       Ext. _____
 FAX:         __ __ _____
 E-Mail:      _____
 Mail Code: _____
 Last Chgd:            Chg by:

 HELP        F3=Exit       Enter=Update
```

Figure 116. Sample Professional Details Window.

BAR NO.	State of Michigan bar number assigned to the attorney.
ATTORNEY TYPE	Code designating the type of attorney. J = Judge Blank= Attorney
LAST NAME ONLY	Attorney's last name.
FIRST & MI	Attorney's first name and initial.
ADDRESS	Two address lines for the attorney's mailing address.
CITY, STATE, ZIP	Unlabeled field for the city, state and zip code for the attorneys address.
FIRM	Name of Law Firm.
TELEPHONE	Attorney's area code, telephone number.
EXTN	Attorney's extension number.
FAX	Attorney's area code and facsimile number.
E-MAIL	Attorney' electronic mail address.
MAIL CODE	Up to a 5 character code. This can be used to sort notices going to different attorneys at one law firm.

CODE FILE MAINTENANCE

Overview

The Code File Maintenance screen (Figure 117) is used to add or update the system's code tables. This code file is loaded at software implementation and should be updated as advised by JIS. See Appendix A for current codes and related tables.

```
CIRCUIT                      CODE FILE MAINTENANCE

CODE TABLE NO.    1
CODE ENTRY       FWV


LONG DESC.    SUMMONS AND COMPLAINT - FEES WAIVED


SHORT DESC.  SAC-FEE WVD
CASE TYPE ASSOC.     CIV
CLOSE/DISP PROCESS    ____        LINE #    DISPOSITIONS RESULTING FROM
SCAO REPORT LINE     ____           50      Jury Verdicts
                                    60      Non-Jury Verdicts
                                    70      Guilty Pleas, Defaults,
                                            Uncontested, Settled
                                    80      Removal/Transfers
                                    90      No Progress Dismissals (GCR501.3)
                                   100      Non Service Dismissals (GCR102.5)
                                   110      Dismissals
                                   120      Other Dispositions


F3=MODIFY        F4=DELETE        F1=EXIT


NEXT ____ ATTNY _____  CODE ____  TABLE _____  PACC _____._____
```

Figure 117. Sample Code File Maintenance Screen

Accessing the Screen   The Code File Maintenance screen can be accessed from either the Circuit Utility Maintenance Menu or the Next Transaction Line on another utility screen. To access this screen, type the code you want to add or update in the CODE field and the number of the table which includes the code in the TABLE field. Then press the **F3** function key. The Code File Maintenance screen appears with information about the specified code. If you are adding a new code, all fields except CODE TABLE NO. and CODE ENTRY are blank. To update or add information in a code table, simply type the desired data in each field and press the correct function key.

Although the Code File Maintenance screen appears the same regardless of which table you are maintaining, some tables do not use all fields. Table 118 indicates the fields in which you may enter data for each table.

Table 118. Code File Maintenance Fields

Code Table	USE THESE FIELDS				
	Long Desc.	Short Desc.	Case Type Assoc.	*Category Type	*SCAO Report Line
1	X	X	X	X	X
2	X	X	X	X	
3	X	X	X	X	
4	X	X	X	X	X
5		X			
6	X	X			

*Caution: These fields should be used as prescribed by JIS only.

Field Definitions

The following fields are found on the Code File Maintenance screen:

CODE TABLE NO. Number of the code table you have accessed.

CODE ENTRY Code you are adding or updating (e.g., "DFT").

LONG DESC. Official "long description" of the code you are entering or updating (e.g., "Defendant Found in Default"). NOTE: Each line will display/print up to 35 characters.

SHORT DESC. Official "short description" of the code you are entering or amending (e.g., "Default").

CASE TYPE ASSOC. Indicates with which type of cases the code may be used:
-CRM   =   criminal only
-CIV   =   civil only
-blank =   criminal or civil

CATEGORY | This variable field changes as the requested code table changes to define more clearly the use of this field.

     -Code Table 1   =   Close/Disp Process
                                             (ie HDR, DFR, CLO)
     -Code Table 2 or 3   =   Category
                                             (ie TRL, HRG, PTH)
     -Code Table 4   =   Disposition
                                             (ie DSP or blank)

CLOSE/DISP | Indicates whether the action or event code is used to:

     -HDR   =   update case header and reopen file data
     -ROS   =   update party service data
     -ANS   =   update party answer data
     -DSP   =   update party or charge disposition data
     -CLO   =   update case header's close file data
     -HRG   =   used to designate an action hearing
     -TRL   =   used to designate a trial.

NOTE: | The header for this field changes dependant upon which code table is requested (see above).

SCAO REPORT LINE | Indicates on which line of the Circuit Court Caseload (SCAO) Report the event or action will be tallied. Valid line numbers and descriptions are listed on the right side of the screen.

PRINT ON NOTICE Y/N | This is on Code Table 6 only. If the alternate name is to print on the notice, enter Y in this field. If it is not to print on the notice, enter N in this field.

<u>Printing a Code List</u> | To print a listing of the code tables, press **[F4]** on the Utility Maintenance Menu.

CASE TYPE CODES

Access to the Case Type Code Maintenance file is defaulted to "N" (No) for all users. Please contact JIS for assistance when case types need to be added or modified.

CASELOAD DISPOSITIONS

Access to the Caseload Disposition Codes is defaulted to "N" (No) for all users. Please contact JIS for assistance when case types need to be added or modified.

PACC FILE MAINTENANCE

Overview

The PACC File Maintenance Screens are used to update or add charge numbers from the Prosecuting Attorneys Coordinating Council (PACC) Manual. This file is loaded at software implementation and updated periodically as changes or amendments are initiated by the association. Other JIS applications use this file also.

```
   MODIFY

Pacc No: 750 110
Description
Short:   B&E BUILDING W/INTENT
Long: BREAKING & ENTERING A BUILDING WITH INTENT

Adult CHR flag: X          Abstractable:              _
Juv   CHR flag: X          Suspendable:               _
Drunk Fund:     _          SOS Code:                 ____
Drug Fund:      _          Civil Inf/Misd/Felony:     F
Crime Victims:  X          License Registration:      _
Crime Group:    6          Sex Offender Registration: _
DNA  Testing:   X          HIV Testing:               _
Expired date:
Last updated by:           Last updated Date:

HELP         F3=Exit       Enter=Update
```

Sample PACC File Maintenance Screen

Accessing the Screen   The PACC Code Window can be accessed from either the Circuit Utility Maintenance Menu or the Next Transaction Line of another utility screen. To access the screen, type the PACC Manual number you want to add or update in the PACC Number field and press **[F7]**. The PACC Code Window appears which will allow you to access a specific charge to change the current information or display a new PACC code update screen to add information for a new charge. If you are adding a new charge, all fields except PACC NUMBER are blank. To update or add

information to the PACC File, simply type the desired data in each field and press the appropriate function key.

Field Definitions   The following fields appear on the PACC code update screen:

PACC NUMBER   Charge number from the PACC Manual as entered on the menu.

SHORT DESCRIPTION   PACC Manual's "short definition" or abbreviation for a charge.

LONG DESCRIPTION   PACC Manual's "long" or more complete definition and description of a charge.

ADULT CHR FLAG   **X** in this field means it is reportable to CHR as an adult offense. The Bench Guide indicates "A" when Adult CHR is applicable.

JUVENILE CHR FLAG   **X** in this field means it is reportable to CHR as a juvenile offense. The Bench Guide indicates "J" when Juvenile CHR is applicable.

DRUNK FUND   **X** in this field means it is reported on the Drunk Driving Report for reimbursement from the Drunk Driving Caseflow Assistance Fund. The Summary of Drunk Driving and Drug Cases, SCAO 24 indicates the applicable PACC codes.

DRUG FUND   **X** in this field means it is reported on the Drug Report for reimbursement from the Drug Case Information Management Fund. The Summary of Drunk Driving and Drug Cases, SCAO 24 indicates the applicable PACC codes.

CRIME VICTIMS   **X** or **S** in this field means it is assessable for Crime Victims Rights. The Bench Guide indicates "V" when Crime Victims Rights are applicable.

                      Enter an "**X**" for felonies or serious misdemeanors.
                      Enter an "**S**" for a specified charge.

CRIME GROUP   The Crime Group from the Sentencing Guidelines.

DNA TESTING   Enter an "**X**" when DNA testing is ordered. MCL 28.176(4) indicates that "DNA sampling must be ordered on convictions for all felonies."

EXPIRED DATE	Expiration date of a PACC code that is no longer active. Expired PACC codes can still be entered as long as the Offense date is prior to the expiration date.
LAST UPDATED BY	The user id of the last person that updated the PACC code. The system will automatically fill this in when a modification has been made.
ABSTRACTABLE	**X** in this field indicates whether it is abstractable to SOS. Leave blank if not abstractable. The SOS Court Manual indicates when a charge is abstractable.
SUSPENDABLE	**X** in this field indicates that the license should be suspended. Leave blank if not suspendable. The SOS Court Manual indicates when a charge is suspendable.
SOS CODE	A 4 digit number in this field indicates the Secretary of State Code for that crime. The code can be found in the SOS Court Manual.
CIVIL INF/MISD/FELONY	The letter in this field specifies the type of charge: C = Civil Infraction M = Misdemeanor (District Court) H = High misdemeanor (Circuit Court) F = Felony (Circuit Court) O = Other V = Civil
LICENSE & REGISTRATION	**X** in this field indicates if it is a crime that a professional, such as a doctor, can lose his/her license. Leave blank if not.
SEX OFFENDER REGISTRATION	**X** in this field indicates if it is a crime that registers the defendant as a sex offender if convicted. Leave blank if not.
HIV TESTING	**X** in this field indicates if it is a crime where HIV testing should be ordered. Leave blank if not.
LAST UPDATED DATE	Indicates the last date the PACC code was modified. The system will automatically fill this in when a modification is made.
<u>Printing a PACC List</u>	To print a listing of the PACC file, press **[F6]** on the Circuit Utility Maintenance Menu.

ADR LOCATION FILE MAINTENANCE

Overview

The ADR Location File Maintenance screen (Figure 120) is used to add or modify information pertaining to the locations for ADR hearings. Up to 99 locations with different address information may be entered. A ADR notice comment (12 lines of 70 characters) is available to enter instructions for the ADR parties. These comments will be printed on the notice.

```
CIRCUIT      48       ADR LOCATION FILE MAINTENANCE
LOCATION NO.   1

LOCATION NAME             ALLEGAN COUNTY COURTHOUSE
LOCATION ADDRESS          CONFERENCE ROOM 4
LOCATION ADDRESS-2        113 CHESTNUT STREET
LOCATION CITY             ALLEGAN        ST MI  ZIP  49010 1350
LOCATION PHONE            616 5555555  EXT
ADR NOTICE COMMENT FOR LOCATION:  (12 LINES OF 70 CHARACTERS)
PURSUANT TO MCR 2.403, 1997, YOU ARE REQUIRED TO:
1. FEES: WITHIN 14 DAYS AFTER THE MAILING OF THE NOTICE EACH PARTY
   MUST SEND $75.00 MADE PAYABLE TO THE ADR CLERK.
2. AT LEAST 14 DAYS PRIOR TO HEARING, EACH PARTY SHALL SUBMIT TO THE
   ADR CLERK (3) COPIES OF ALL DOCUMENTS PERTAINING TO THE ADR ISSUES
   AND (3) COPIES OF THE CONCISE BRIEF SETTING FORTH THAT PARTIES
   FACTUAL OR LEGAL POSITION ON ISSUES PRESENTED BY THIS ACTION.  IN
   ADDITION (1) COPY MUST BE SERVED ON EACH ATTORNEY OF RECORD.
3. FAILURE TO FILE THE REQUIRED MATERIALS WITH THE ADR CLERK OR SERVE
   COPIES ON EACH ATTORNEY OF RECORD IN THE TIME REQUIRED BY LAW
   SUBJECTS THE OFFENDING ATTORNEY OR PARTY TO A $150.00 PENALTY FEE.


F3=MODIFY          F4=DELETE          F1=EXIT
NEXT ____  ATTNY _____  CODE ___  TABLE _____  PACC ___ . _____
```

Figure 120. Sample ADR System File Maintenance Screen

Accessing the Screen   The Project Administrator can access the ADR Location File
                                    Maintenance Screen only for his/her circuit and only from the
                                    Circuit Utility Maintenance Menu. To access the ADR Location
                                    File, enter the location number in the Location field and press
                                    [F9]. The Location File Maintenance screen appears with any
                                    previously entered data about the specified location. All fields

except CIRCUIT and LOCATION are blank if you are adding a new location. To add or modify information in the location file, simply enter the relevant information in each field and press the appropriate function key.

Field Definitions   The following fields are found on the ADR Location File Maintenance screen:

CIRCUIT   Circuit court number designated by user's sign-on ID.

LOCATION   Location number (1-99) entered in the LOCATION field on the Circuit Utility Maintenance Menu. This is the location currently being maintained.

LOCATION NAME   Official name of your circuit court (e.g., 18th Judicial Circuit).

LOCATION ADDRESS   First line of the hearing location's mailing address.

LOCATION ADDRESS2   Second line of the hearing location's mailing address.

LOCATION CITY   The city of the hearing location.

ST/ZIP   State and ZIP code of the hearing location.

LOCATION PHONE   Area code and telephone number of the hearing location.

EXT.   Extension number of the telephone number of the hearing location.

ADR COMMENT   The comments and instructions that would appear on a media-
FOR LOCATION   tion notice for a case number with a corresponding location. (12 lines of 70 characters).

ADR CLERK CONTROL FILE MAINTENANCE

Overview

The ADR Clerk Control File Maintenance screen (Figure 121) is used to add or update the ADR Clerk's address and telephone number for a circuit. This information is printed on the top of the Notice of ADR Evaluation.

Accessing the Screen
The ADR Control File Maintenance screen can be accessed from the Circuit Utility Maintenance menu by entering the clerk's number and pressing **[F10].** The circuit number will appear automatically at the top of the screen. If you are adding, all fields will be blank except the circuit number. Enter the information in each field and press the appropriate function key.

Field Definitions
The following fields are found on the ADR Control File

```
                    ADR CLERK CONTROL FILE MAINTENANCE
CIRCUIT NO.    48
CLERK NO.       1


 NAME                      ALLEGAN COUNTY ADR CLERK
ADDRESS                    113 CHESTNUT
ADDRESS-2
CITY                       ALLEGAN          ST MI  ZIP  49010
PHONE                      616 5555555   EXT
```

Figure 121. Sample ADR Control File Maintenance Screen

Maintenance screen:

CIRCUIT | Circuit court number designated by user's sign-on ID (display only).

CLERK NO | ADR Clerk number, usually "1" unless the circuit has more than one ADR clerk.

NAME | Official name or title of your circuit court (e.g., 18th Judicial Circuit).

ADDRESS | First line of the ADR clerk's mailing address.

ADDRESS-2 | Second line of the ADR clerk's mailing address.

CITY | ADR clerk's city.

ST/ZIP | State and ZIP code for ADR clerk.

PHONE/EXT | ADR clerk's area code, telephone number, and extension number.

SECURITY FILE MAINTENANCE

Overview

The Security File Maintenance screens (Figures 122 - 122c) are used to secure access from individual screens and reports available on all the circuit menus. A security record must be added for each user. The device description for assigned printers and output queues also should be entered. A multi-county circuit residing on the same computer, using the same circuit files, may secure each user only to his/her county's data. However, a circuit court administrator may have the ability to inquire, update, and report for all counties in the circuit as determined by the user's security record. **NOTE:** Four screens will be displayed.

Accessing the Screens   The Project Administrator should be the only user given access to this screen. To access the Security File Maintenance screen, type the USER ID (CXX[1] XX[2] XXX[3]) and press **[F11]**. The Security File Maintenance screen appears with any previously entered data pertaining to the USER ID specified. All fields, except USER ID are blank if adding. To modify or add additional security access, type the relevant information in each field and press **[ENTER]** for the next screen to appear. Continue this procedure on each security screen until the fourth screen is displayed. Press the appropriate function key to add or modify the record.

[1]Circuit Court Number   [2]County Number   [3]User's initials

```
                          Circuit Court Program Access              Page 1 of 4
                             Security File Maintenance
       User Id: C4803ABC
     User Name: _____
   Description: _____


    Assign printer and output queue for interactive, batch, and receipt output.
                     Interactive Printer/Outq:  _____  /  _____
                     Batch Printer/Outq:        _____  /  _____
                     Receipt Printer/Outq:      _____  /  _____


                       Grant access - Y/Deny access - N
    N Central Name Index        N Combined Application Calendar
    N Multi-County              N Non-public Case

    N Report Generator          N ADR Report Gen          N CHR Extract Menu
    N Sentencing Guidelines     N Prosecutor Interface    N Abstracts
    N Probation Menu                                      N Abstract Media

    N Multi-Financial Location  Financial Location:  1    Cashier Id:
                                                          Verify Id:


    F1=Exit                     PRESS ENTER TO CONTINUE
```

Figure 122. Sample Security File Maintenance Screen 1

<u>Field Definitions - Screen 1</u>

USER ID	The user identification code which designates the user's origination for circuit number and county number. The last 3 characters shall be the user's initials.
USER NAME	Name of user. This information, up to 16 characters, is printed above the date and run time when the user generates any reports.
DESCRIPTION	Job title or description of user.
	ASSIGNED SPOOLED OUTPUT QUEUE AND PRINTER FOR BATCH AND INTERACTIVE REPORTS
INTERACTIVE PRINTER:	The printer device name for interactive reports. This is generally an 8X11 letter quality printer. Interactive reports are

requested from the Case Management Menu and any print key request.

INTERACTIVE OUTQ: The output queue to be attached to the interactive printer. When the F23 (display print) option is taken on the Case Management Menu this outq will display.

BATCH PRINTER: The printer device name for batch reports. This is generally a high speed printer, or possibly the same printer specified for the interactive printer. Batch reports are requested from the Batch Report, Utility, and Financial Menus.

BATCH OUTQ: The output queue to be attached to the batch printer. When F23 is pressed on the Report, Utility, or Financial Menus this outq will be displayed.

RECEIPT PRINTER: The printer device name for printing cash receipts.

RECEIPT OUTQ: The output queue to be attached to the receipt printer. When F22 is pressed on the Case Management Screen this outq will be displayed.

ENTER Y or N

CENTRAL NAME INDEX   Grant or deny access into the Central Name Index which will allow users inquiry into all other JIS court applications. Grant or deny access into the Central Probate Index which will allow users inquiry into JIS Circuit and Probate applications.

CENTRAL CALENDAR   Grant or deny access to display or print Central Calendar.

MULTI-COUNTY ACCESS   Enter **N** to secure specified user to his/her own county's information. **Y** permits access to other county information residing in his/her circuit files.

NON-PUBLIC CASE   Enter **N** to secure specified user from a register of actions of a non-public case. See Appendix D for displayed message. **Y** permits user access to a register of actions of a non-public case.

REPORT GENERATOR   Enter **N** to secure specified user from using the Report Generator Menu.

ADR REPORT GENERATOR	Enter **N** to secure specified user from using the ADR Report Generator Menu.
PROBATION MENU	Enter **N** to secure specified user from using the Probation Menu.
CHR EXTRACT MENU	Enter **N** to secure specified user from using the CHR Extract Menu.
SENTENCING GUIDELINES	Enter **N** to secure specified user from using the Sentencing Guidelines.
PROSECUTOR INTERFACE	Enter **N** to secure specified user from using the Prosecutor Interface.
ABSTRACTS	Enter **N** to secure specified user from using the abstract menu.
ABSTRACT MEDIA	Enter **N** to secure specified user from using the Create Abstract Media, Re-create Abstract Media and Purge Abstracts options from the Abstract Reporting Menu.
MULTI-FINANCIAL LOCATION	Enter **N** to secure specified user to his/her own financial location. **Y** permits access to other financial locations within the Circuit.
FINANCIAL LOCATION	Enter the default financial location for this user. This location will be used for financial activity in the circuit court system. The financial location may be overridden within the circuit court system only if the user has Multi-Financial Location Access.
CASHIER ID	A unique three character cashier ID will be used by users with access to court and non-court cash receipting functions. This is a non-display field so the user **must** remember their cashier ID (similar to a user password). When initiating this function the VERIFY ID field must also be used.
VERIFY ID	The VERIFY ID field is also a non-display field that will be used to ensure the cashier id entered is what the user intends it to be.

```
 User Id:  C4803ABC        Circuit Court Program Access          Page 2 of 4
                           Security File Maintenance

          Grant access by Menu or Program - Y or blank, Deny access - N

 _  Case Management Menu - Page 1
    - OR -
    _ Name                _ Case Header          N Case Deletes
    N Case Transfers       _ Charge               _ Party
    _ Clerk  _ Cash Only   _ Action/Court         _ Case ROA
    _ Calendar Inquiry     _ Calendar Update      _ Calendar Block
    _ Name Inquire         N Alt Dispute Res      _ Attorney Inquiry
    N Cash                 _ Labels               N Rest/Bond Init  (RS)
    N View Images          N Scan Images

 _  Case Management Menu - Page 2
    - OR -
    _ Criminal Forms                 _ Civil Forms
    _ Bond Forms                     _ Warrant / Show Cause Forms
    _ Court Notices                  N ADR Notices
    _ Miscellaneous Forms
```

Figure 122a. Sample Security File Maintenance Screen 2

CASE MANAGEMENT MENU 1 and 2   Enter **N** to secure access from <u>all</u> options on the Case Management Menu. **Y** allows access to all options on this menu for the specified user.
-OR-
Enter **N** on any options that appear under the Case Management Menu to secure access from the specified user. **Y** or blank allows the specified user access to the corresponding program.

NOTE: ADR screens and ADR Notices default is **N** when adding a security record.

```
 User Id:  C4803ABC         Circuit Court Program Access              Page 3 of 4
                              Security File Maintenance

         Grant access by Menu or Program - Y or blank, Deny access - N

_   Batch Report Menu - Page 1
    - OR -
    _ Numeric Case List      _ Alpha Case List       _ Courtroom Calendar
    _ Case Load              _ 2002 Caseload         _ Case Review
    _ Audit List             N ADR Reports           _ Trial Activity
    _ Speedy Trial           _ Case Age


_   Batch Report Menu - Page 2
    - OR -
    _ Case Distribution      _ Pending Criminal      _ Pending Civil
    _ Lack of Progress       _ Entry Fees Not Paid   _ Post Judgment Report




                      PRESS ENTER TO CONTINUE      ROLL UP=PREVIOUS PAGE
```

Figure 122b. Sample Security File Maintenance Screen 3

BATCH REPORT MENU 1:   Enter **N** to secure access from <u>all</u> options on the Batch
               AND 2:   Report Menu. **Y** allows access to all options on this menu for
                         the specified user.
                         -OR-
                         Enter **N** on any options that appear under the Batch Report
                         Menu that needs to be secured from the specified user. See
                         Appendix D for the message displayed. **Y** or blank allows the
                         specified user access to the corresponding program/report.

              NOTE: ADR Reports default is **N** when adding a security record.

```
 User Id:  C4803ABC        Circuit Court Program Access          Page 4 of 4
                            Security File Maintenance


         Grant access by Menu or Program - Y or blank, Deny access - N

 _  Utility Menu
    - OR -
 N  County File              _  Attorney File Update    N  Code File
 _  Code Listing             N  Case Type/Caseload Cds  _  PACC File
 _  PACC Listing             _  ADR Location/Control    N  Financial Location File
 N  Security                 _   AFP Outq Maintenance   _  Court Room Maintenance
                                                        N  Case Reassignments
 _  Financial Menu
    - OR -
 _  Open for Day             _  Receipts Journal        _  Transmittal
 N  Adjustments              _  Close                   _  Bond List
 _  Court Order Pay List     _  Restitution List        _  Defendant Balances
 _  History                  _  Cash Code Update        _  Cash Code List
 _  Victims Rights           N  Purge History


  F3=MODIFY       F4=DELETE       F1=EXIT       ROLL UP=PREVIOUS PAGE
 NEXT ____ ATTNY _____ CODE ____ TABLE _____ PACC ____ . _____
```

Figure 122c. Sample Security File Maintenance Screen 4

UTILITY MENU: Enter **N** to secure specified user from <u>all</u> options on the utility
                     menu. **Y** allows access to all options on this menu for the
                     specified user.
                     -OR-
                     Enter **N** on each option appearing under utility menu that needs
                     to be secured from the specified user. See Appendix D for the
                     message displayed. **Y** or blank allows access to the
                     corresponding program.

ATTORNEY FILE UPDATE   When a value is entered in the attorney file update field, the
                     same authority will be given to a user for the courtroom
                     maintenance option.

FINANCIAL MENU: Enter **N** to secure specified user from <u>all</u> options on the financial
                     menu. **Y** allows access to all options on this menu for the
                     specified user.
                     -OR-

Enter **N** on each option appearing under the financial menu that needs to be secured from the specified user. See Appendix D for the message displayed. **Y** or blank allows access to the corresponding program.

NOTE: County File, Code File, Case Type/Caseload Location File, Security, Case Reassignments, Adjustments, and Purge History default to **N** when adding a security record.

FINANCIAL LOCATION FILE MAINTENANCE

Overview

The Financial Location File Maintenance screen (Figure 123) is used to tailor the cash module of the CCS.

```
                  FINANCIAL LOCATION FILE MAINTENANCE

      CIRCUIT: 48           COUNTY:  3          LOCATION:  1

           LOCATION:  ALLEGAN COUNTY CLERK
           ADDRESS:   113 CHESTNUT STREET


           CITY:      ALLEGAN           ST: MI   ZIP: 49010
           TELEPHONE: 616 5555555       EXT:

                      LAST RECEIPT #:    125612
                      PRINT RECEIPTS: Y
                      PRINT HEADINGS: Y
                      RECEIPT COPIES:  2

                      COP DISTRIBUTION:  Y
                      SAVE TRANSACTION HISTORY: Y




      F3=MODIFY          F4=DELETE          F1=EXIT
      NEXT ____   ATTNY _____    CODE ____  TABLE _____   PACC ____ . _____
```

Figure 123.Sample Financial Location File Maintenance Screen

Accessing the Screen

The Project Administrator can access the Financial Location File Maintenance screen only for his/her circuit and only from the Circuit Utility Maintenance Menu. To access the Financial Location File Maintenance screen, type the numerical code for a county in your circuit in the COUNTY field, and the desired financial location number in the LOCATION field. Press **[F13]** and the Financial Location File Maintenance screen displays. To add or modify information, enter the relevant information in each field and press the appropriate function key.

Field Definitions

CIRCUIT	Circuit Court number displays as designated by user's sign-on ID.
COUNTY	County number entered in the COUNTY field on the Circuit Utility Maintenance Menu.
LOCATION	Location number entered in the Location field on the Circuit Utility Maintenance Menu.
LOCATION NAME	Name or title of the financial location. Example: County Clerk.
ADDRESS	Two fields are provided for the address of the financial location.
CITY/ST/ZIP	City, state and zip code + 4 of the financial location.
TELEPHONE	Area code, telephone number, and extension of the financial location.
LAST RECEIPT #	The last receipt number printed for cash receipts. When first implementing the cash module, set the receipt number by entering the last manual receipt number. For the first printed receipt to be 2534, enter 2533 in this field.

PRINT RECEIPTS	Receipt transactions are generated and numbered using the LAST RECEIPT NUMBER for every cash receipt transaction. You have the option of printing receipts:
	  Y = Receipts will be printed on a designated printer immediately after each cash receipt, open for day, or cash code adjustment.
	
	  N = Receipts will not print.

PRINT HEADINGS	You have the option of printing the receipt headings on the receipt:
	
	  Y = plain computer paper is being used and the computer will print receipt headings.
	
	  N = court logo and headings have been pre-printed on specially ordered forms and the computer will not print receipt headings.

RECEIPT COPIES   The number of times to print a receipt. Enter "1" if multi-part receipt paper is being used. If single-part paper is being used and you desire more than one copy of the receipt, enter the number of copies to be printed.

COP DISTRIBUTION   When making a payment on the Clerk Screen, the system can automatically distribute the payment towards court ordered accounts with a balance due. To properly set up COP distribution, refer to REFERENCE NUMBER and ACCOUNT TYPE fields in the Cash Code Maintenance section of Chapter 6: Financial Management Menu.

      Y = System will automatically distribute the payment
         The COP distribution method applies 50% of the payment towards crime victim rights assessment and restitution, and 50% towards the other categories in the priority designated by the   number.
      N = User must manually distribute payment

SAVE TRANSACTION HISTORY   During the Close for Day, detailed cash distribution transactions will be removed from the system unless flagged to save. If history is saved, you will be able to print transaction history by fund account number.

      Y = Save transaction history
      N = Do not save history

AFP

Overview

The AFP

```
              CIRCUIT UTILITY MAINTENANCE MENU

                     COUNTY
                     LOCATION/CLERK

                     ATTORNEY


       AFP Outq Selection            OSMXCSTDB
     Position to: _____
     2=Change   4=Delete   5=Display
   Opt   Outq       Description              Down    Across
     _   ARLENA     ARLENA
     _   CIROUTQ    CIRCUIT OUTQ
     _   GLEN       GLEN'S OUTQ              0.250   0.250
     _   LARRYB     LARRY B                  0.180   0.260
     _   PT         PT
     _   SHANE      SHANE                    0.250   0.250
     _   TESTIT     TEST OUTQ               1.001   57.77
                                          Bottom
     F3=Exit   F6=Add                    Roll/Page
```

Figure 124. Sample AFP Outq Maintenance Screen

Accessing the Screen   **To access the AFP
                                   from the Circuit Utility Maintenance Menu. To enable AFP
                                   printing, a record for the desired printer must be entered**
into this   **file.**

                                   NOTE: There are other requirements to print using AFP.
Call   **JIS with any questions.**

To Add an AFP   **To access the screen to add an AFP function key from the
                                   AFP**

```
┌─────────────────────────────────────────────┐
│                                             │
│              AFP Outq Detail                │
│                                             │
│      Outq:_____                  │
│                                             │
│      Description:                           │
│                                             │
│      ───────────────────────────────       │
│                                             │
│                                             │
│      Offset Down:                           │
│                                             │
│      ─────────                              │
│                                             │
│      Offset Across:                         │
│                                             │
│      ─────────                              │
│                                             │
│                                             │
│      F3=Exit                                │
│                                             │
│                                             │
│                                             │
└─────────────────────────────────────────────┘
```

Figure 125 AFP Outq Detail Window

Field Definitions

	The name of the output queue.
DESCRIPTION	**The description of the output queue.**
OFFSET DOWN	**The offset fields are used to adjust the position of the AFP**
form	
OFFSET ACROSS	**on the page. If a value is used in this field a value must also be used in the OFFSET ACROSS field. These fields are numeric and must be in the format 0.000.**

COURTROOM MAINTENANCE

Overview

The Courtroom Maintenance screen (Figure 126) is used to create, modify or delete information about the courtroom locations within a county. This information includes a courtroom code, name, address and telephone number for each location within the county. This file is used by other JIS applications.

```
              CIRCUIT UTILITY MAINTENANCE MENU

                    COUNTY          3
                    LOCATION/CLERK  1


         Court Room List by Room Number

   1=Select   2=Change   4=Delete   5=Display
   Opt Room# Room Name
    _  CC01  CIRCUIT COURTROOM NUMBER 1
    _  CC02  CIRCUIT COURTROOM NUMBER 2
    _  FC01  FAMILY COURTROOM NUMBER 1
    _  1     COURTROOM 1                          ROL   F8
                                                        F9
                                                        F10
                                          Bottom  ILE   F11
                                                        F12
       F3=Exit       F6=Add        Roll/Page     E     F13



      DISPLAY PRINT          F23 (D P)
```
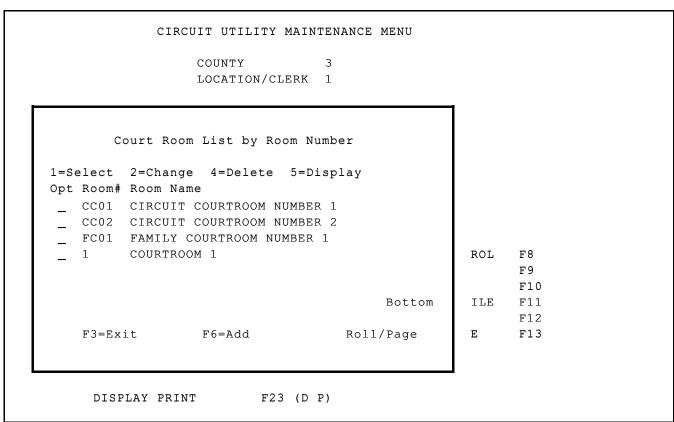
Figure 126. Sample Court Room List by Room Number Window

ROOM#   **The four character code assigned to the courtroom.**

ROOM NAME   **The name assigned to the courtroom.**

To Add a Courtroom   **To access the screen to add a courtroom press the F6 function key from the Court Room List by Room Number**

screen. The Courtroom Details screen (Figure 127) appears. Type the information as it pertains to the courtroom and press the [ENTER] key.

NOTE: User's Security Record must have attorney file update authority to have ADD COURTROOM FEATURE.

```
                 CIRCUIT UTILITY MAINTENANCE MENU

                     COUNTY         3
                     LOCATION/CLERK  1


          Court Room List by Room Number

 1=Select   ┌─────────────────────────────────────────────────┐
 Opt Room#  │   ADD            Court Room Details             │
 __  CC01   │                                                 │
 __  CC02   │   Room No.:      _____                         │
 __  FC01   │   Room Name:     _____   │
 __  1      │   Address:                                      │
            │                  _____   │
            │                                                 │
            │                  _____   │
            │                  _____  __  _____  │
            │                                                 │
    F3=Ex   │   Telephone:     ____ ____ _____                │
            │                                                 │
            │           F3=Exit        Enter=Update           │
            └─────────────────────────────────────────────────┘
```

Figure 127. Sample Court Room Details Screen

Field Definitions

ROOM NO.	**The four character code assigned to the courtroom.**
ROOM NAME	**The name assigned to the courtroom.**
ADDRESS	**The address of the courtroom.**
TELEPHONE	**The telephone number of the contact person for the courtroom location. This number will print on the notice of hearing if a value is entered.**
To Update a Courtroom	**To access the screen to update courtroom information, enter the number 2 in the option field next to the**

appropriate courtroom code from the Court Room List by Room Number screen and press the [ENTER] key. The Court Room Details screen will be displayed, make the necessary changes and press the [ENTER] key.

To Delete a Courtroom To access the screen to delete courtroom information, enter the number 4 in the option field next to the appropriate courtroom code from the Court Room List by Room Number screen and press the [ENTER] key. The Court Room Details screen will be displayed, press the F23 function key and the record will be deleted.

To Display a Courtroom To access the screen to display courtroom information, enter the number 5 in the option field next to the appropriate courtroom code from the Court Room List by Room Number screen and press the [ENTER] key. The Court Room Details screen will be displayed.

CASE REASSIGNMENT

Overview

The Case Reassignment screen is used to reassign part or all of one judges caseload to another judge. This option should be used with caution and all users MUST be signed off from the JIS systems.

```
  CIRCUIT                        CASE REASSIGNMENT                          2/10/2000

  COUNTY 48      LUCE COUNTY

                      JUDGE        FROM: 00000
                                   TO:    00000


                            - - -C A S E   S E L E C T I O N- - - -

                      FILE DATE    FROM: _____
                                   TO:    _____

                      CASE TYPES   __ Criminal   __ Civil   __ Domestic   __ Appeals

                      *OR* TYPES:    ___    ___   ___   ___   ___


                          **ALL CIRCUIT USERS MUST BE SIGNED OFF**


  F1-Exit              Enter-Validate Selection
```

Case Reassignment Screen

Field Definitions

JUDGE FROM	**Enter the P number of the current judge's cases to be changed.**
JUDGE TO	**Enter the P number of the new judge the cases are being reassigned to.**
FILE DATE	**Enter the inclusive file dates of the cases to be reassigned.**

CASE TYPES   Enter X next to the case types (Criminal, Civil, Domestic, or Appeals) to be reassigned.

OR TYPES   Enter specific case types to be reassigned.

Press [ENTER] to validate selection. Press F2 to Reassign Cases and generate a report listing cases that have been reassigned and calendar events that have been reassigned. Press F9 to generate a report only. The Report Only option will give you a list of which cases will be reassigned when option F2 is used.

Once the Reassignment has completed, a message will display, "INF: CASE REASSIGNMENT HAS COMPLETED PROCESSING". A docket entry is also written to the case register of actions with "FROM JUDGE - TO JUDGE, including any comments."